

CORRESPONDENT ATTORNEY FEES AND PAYMENT TERMS

Effective Date: 1 January 2022

PART A - FEES & CHARGES

DESCRIPTION	DISTRICT & REGIONAL COURT
TAKING OF INSTRUCTIONS & FILE OPENING FEE (ONCE-OFF PER MATTER)	R450.00 (Approx. 1/3 of the prescribed fee of Scale D)
OTHER FEES AND CHARGES	As per court tariff (Scale D - Defended Matters)
COPIES	R4.00 p/p
ANY OTHER DISBURSEMENT	Actual Cost

PART B - GENERAL TERMS & CONDITIONS

1. **PAYMENT IS DUE WITHIN 30 DAYS OF RECEIPT OF OUR INVOICE.**
2. **YOUR OBLIGATION TO PAY OUR INVOICE TIMEOUSLY IS NOT CONTINGENT ON YOU RECEIVING PAYMENT FROM YOUR CLIENT. IT YOUR RESPONSIBILITY TO SECURE A SUFFICIENT DEPOSIT FROM YOUR CLIENT TO COVER OUR FEES AND EXPENSES.**
3. **ALL MAGISTRATE'S COURT MATTERS, DISTRICT AND REGIONAL, WILL BE BILLED PER SCALE D REGARDLESS OF THE CLAIM'S QUANTUM.**
4. **WE RESERVE THE RIGHT TO REQUEST A DEPOSIT FOR ANY WORK OR DISBURSEMENTS.**

PART C – CITATIONS IN PLEADINGS & NOTICES

Please cite us as follows in all pleadings and notices where we act as your correspondent.

OUR DETAILS	CITATION OF THE COURT
SNYMAN ATTORNEYS 34 Alleman Street Roodeberg PAARL T: 021 300 6222 E: info@snyman.law <i>We consent to service via email at info@snyman.law.</i> Ref: (TO BE PROVIDED ONCE FILE IS OPENED)	District Court: IN THE MAGISTRATE'S COURT FOR THE DISTRICT OF PAARL, HELD AT PAARL Regional Court: IN THE REGIONAL COURT FOR THE REGIONAL DIVISION OF THE WESTERN CAPE HELD AT PAARL
COURT'S ADDRESS	SHERIFF'S ADDRESS
Corner of Mark Street and Bergrivier Blvd Hoog-En-Droog Paarl 7646	12 Castle Street Paarl T: 021 137 1064 E: admin@sheriffpaarl.co.za

T: 021 870 2960

PART D – YOUR DETAILS

FIRM NAME	
TYPE OF FIRM	<input type="radio"/> Sole Proprietor <input type="radio"/> Partnership <input type="radio"/> Incorporated Company
REGISTRATION NUMBER / ID	
VAT NUMBER (IF APPLICABLE)	
TELEPHONE	
EMAIL (FOR REPORTING ON WORK)	
EMAIL (FOR ACCOUNTS)	
PHYSICAL ADDRESS	
POSTAL ADDRESS	
SIGNATURE & ACCEPTANCE	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p>SIGNATURE</p> <p>Name in print: _____</p> <p>By signing this document, you:</p> <ol style="list-style-type: none"> 1. Confirm that you accept and agree to the terms set out herein; and 2. Warrant that you have the necessary authority to conclude this agreement on behalf of your firm.